

INFORMATIONAL MEMORANDUM - KY-FD-IM-S-02-04

TO: Food Service Directors/Administrators

FROM: Sarah Castanis, Director
Division of Food Distribution

DATE: August 8, 2001

SUBJECT: Kentucky Department of Agriculture Administrator's Conference

The Kentucky Department of Agriculture statewide Administrator's Conference for School Year 2002 will be conducted in Lexington, Kentucky November 27 – November 29, 2001. This Conference is designed to bring the Food Distribution Staff, Food Service Directors, state-approved processors and commodity distributors together to discuss all aspects of the food distribution program, share ideas, and develop ways to improve the food distribution program.

We have received many positive comments on the conference held in Owensboro during February 2001, from school food service directors as well as the state-approved processors. There have been several changes made in the Food Distribution Program since our last meeting. We have made plans to share these changes with you at a statewide conference on November 27-29, 2001 at the Holiday Inn Lexington North.

Some of the topics to be discussed will be inventory procedures for commercially labeled commodities, ordering commodities using a new electronic food request form, how to handle the media during a food recall or alert, food safety issues and the Gleaning Program. As you can see we will have several items to discuss. We have made one major change in the agenda for this meeting. All information on Commodity Processing will be held on Tuesday, November 28, 2001. If you currently process or are interested in processing, please make plans to attend Tuesday morning as we will be conducting training for all New Food Service Directors starting at 9:00 a.m. On Wednesday, we will be conducting training for all Food Service Directors to enter your food request on line, which will require that you have a Login Name and Password. This will be distributed at the Mandatory Electronic Food Request breakout session. There is a lot of information available to you through this website. We have asked some experts to discuss Irradiation, Food Safety and Gleaning, and we will hear how the Farm-to-School Meal Initiative has progressed this school year.

The meeting will be held at the Holiday Inn Lexington-North where a block of rooms has been set aside for the Kentucky Department of Agriculture Conference. Room rates are: single \$65.95, double \$75.95, triple \$85.95, quad \$95.95 and suites \$169.95 per night. Reservations must be made prior to November 9, 2001 by calling 859-233-0512.

We have enclosed a registration form that must be completed and returned to this office on or before August 31, 2001, and a draft agenda is also attached. We are looking forward to an informative and successful conference and hope you plan to attend.

SC/tu

Enclosure

KENTUCKY DEPARTMENT OF AGRICULTURE
ADMINISTRATOR'S CONFERENCE
REGISTRATION FORM

November 27 - 29, 2001
Holiday Inn Lexington North
Lexington, KY 40511

THIS FORM MUST BE RETURNED BY AUGUST 31ST, 2001

Please complete the following information (print/type):

First Name: _____ Last Name: _____

Title: _____

Name of School System: _____

_____ Yes, I will be attending the Conference _____ No, I will not be attending the Conference.

Name of those attending:

_____ Yes, I plan to attend the new Food Service Director Training

Please list any items of interest that you would like to have discussed at this conference, in the area provided below.

- | | |
|----------|----------|
| 1) _____ | 5) _____ |
| 2) _____ | 6) _____ |
| 3) _____ | 7) _____ |
| 4) _____ | 8) _____ |

Please complete and return this form
KENTUCKY DEPARTMENT OF AGRICULTURE
Division of Food Distribution
100 Fair Oaks Lane, Suite 502
Frankfort, KY 40601
Attn: Kevin Peach
You may fax it to: 502-564-7924 (no cover sheet necessary)